

Human Services Travel Payment/Reimbursement Procedures

03-010.00

Effective Date: May 10, 2004

Revised: October 7, 2004

Department of Human Services Travel Payment/Reimbursement Procedures

The following procedures are applicable to all Utah Department of Human Services transactions involving payment for travel:

- I. It is the responsibility of each Division to ensure that employees understand their responsibility when signing a travel transaction form. Travelers are primarily responsible for the accuracy and timely submittal of the reimbursement request. The other required signers of the travel form attest with their signatures that they have reviewed and agree with the accuracy of the transaction in the following areas:

The “Budget and Accounting Officer or Authorized Agent” signature:

- Correct form is used (see <http://finance.utah.gov/>)
- Appropriate rates have been applied
- Calculations are accurate and appropriate
- Cost of travel is within the agency’s authorized budget
- Form is correctly filled out and appropriate documentation is attached

“Agency Head or Authorized Agent Approval” signature:

- State travel policy is being followed (see <http://finance.utah.gov/>)
- Travel is for legitimate State business
- The traveler’s supervisor or agency head approves of the travel

- II. Divisions may use the electronic form option made available by the State Division of Finance, and may use the electronic signature feature; however, the actual required supporting documentation (such as lodging receipts) must be available for review at the time of applying the electronic signature approval.

- III. Private vehicle usage reimbursement will only be processed through the State Payroll system and must be supported with a properly completed “FI40” type State form. Travelers are responsible for accuracy and the timely submittal of the reimbursement request. The other required signers of the mileage reimbursement form attest with their signatures that they have reviewed and agree with the accuracy of the transaction in the following areas:

“Agency Head/Immediate Supervisor” signature:

- State travel policy is being followed
- Travel is for legitimate State business
- The traveler’s supervisor or agency head approves of the travel

- Cost of travel is within the agency's authorized budget
- Rate justification is proper

“Payroll Clerk” Initial:

- Correct form is used
- Appropriate rates have been applied
- Calculations are accurate
- Documentation justifying correct mileage rate is included

- IV. Mileage for travel (private vehicle usage reimbursement and meal allowance for non-overnight travel) is determined on a reasonable basis. Additionally, the traveler's regular work location shall be used in place of the “home-base” (“home-base” is defined in State travel policy) to measure distance if the regular work location is closer to the travel destination.

For example, a traveler's normal work location is in Salt Lake City and leaves directly from residence in Ogden for approved work travel to Provo. Mileage will be determined from the Salt Lake City work location to Provo.

If traveler's work location is in Salt Lake City, but leaves directly from Ogden residence for approved work travel to Logan; mileage in this instance will be determined from Ogden to Logan.